

Professional Expectations

1. Participants are expected to arrive on time and stay for the entire day. Sign-in begins at 8:00 a.m. Please arrive no later than 8:30 a.m. and plan to stay until 4:00 p.m. Sign-in sheets will be picked up from the tables at 8:30 a.m. Sessions will begin promptly at 8:30 a.m. and conclude at 4:00 p.m.
2. Lunch will be from 11:30 a.m. until 1:00 p.m. In order to receive the full six hours of staff development, plan your lunch so that you will return on time for the afternoon session, which will begin promptly at 1:00 p.m.
3. **All attendees are required to wear their district identification badges at all times.** This is an important security measure. Those without their badges will be required to wear a name tag at all times. Creating a name tag will slow registration for the session.
4. Professional conduct is expected at all times. Participants represent their school district. Participants will give their full attention to the presenter, and will refrain from reading newspapers, magazines, or books, grading papers, or engaging in any other distracting activity during the presentation. Please respect the rules of the state and local school district regarding no smoking on school property, limiting food and drinks, cleaning your immediate area when you leave, and taking care not to spill beverages. Cell phones and beepers should be silenced. Co-op sessions are for adults only; no children please.
5. If you have questions about a Houston Area Cooperative session, contact your school district's Co-op representative in the G/T office. All registration, attendance records, and certificates are coordinated by the Co-op representative for your district.
6. Attendees who create a disturbance to others in attendance may be asked to leave by the host school district representative. Certificates will not be issued to attendees who are asked to leave a G/T Co-op session.
7. Late arrivals, either in the morning or upon return from lunch, will not be issued a six-hour certificate on the day of the session. Late arrivals should contact their district Co-op representative regarding making up the time that is missed and receiving a certificate.
8. Usage of cell phones should be limited to break times only, not during workshop presentation. Issuance of GT credit is based on full attendance and participation in workshop presentation.
9. We hope that you will enjoy your day(s) of gifted and talented training. Six hours of G/T credit will be awarded to participants who arrive on time and stay for the entire session. Thank you for participating in this important G/T professional development. We're glad you're here.

